

# INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

<b>1. POST</b>	<b>2. AGENCY</b>	<b>3a. POSITION NO.</b>
Lusaka, Zambia	USAID	356372100053, 356372100183, 356372100071
<b>3b. SUBJECT TO IDENTICAL POSITIONS?</b> <input checked="" type="checkbox"/> Yes; 3 <input type="checkbox"/> No		
Agencies may show the number of such positions authorized and/or established:		
There are three (3) such positions authorized.		

## 4. REASON FOR SUBMISSION

- ☐ a. Reclassification of duties: This position replaces-356372100053, 356372100183, 356372100071
- Position No.: \_\_\_\_\_ Title: \_\_\_\_\_ Series: \_\_\_\_\_ Grade: \_\_\_\_\_
- ☐ b. New Position
- ☒ c. Other (explain): Need has arisen to classify the Position Mission Classification by the Regional Classification Office since the position was last classified prior to 2013. The position remains FSN-430 Project Accountant under Mission Classification Authority.

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority:				
b. Other:				
c. Proposed by Initiating Office:	<b>FSN-430, Accountant</b>	<b>10</b>		

<b>6. POST TITLE POSITION</b> (if different from official title)	<b>7. NAME OF EMPLOYEE</b>
<b>8. OFFICE/SECTION:</b> Financial Management Office FMO/Zambia	a. First Subdivision:    Accounting
b. Second Subdivision:	c. Third Subdivision:

## APPROVALS AND SIGNATURES SECTION

<p><b>9.</b> This is a complete and accurate description of the duties and responsibilities of my position.</p>	<p><b>10.</b> This is a complete and accurate description of the duties and responsibilities of this position.</p> <p>Benard Zulu, Chief Accountant</p>
<p>Typed Name and Signature of EMPLOYEE _____ Date (mm-dd-yy) _____</p>	<p>Typed Name and Signature of SUPERVISOR _____ Date (mm-dd-yy) _____</p>
<p><b>11.</b> This is a complete and accurate description of the duties and responsibilities of this position. <b>There is a valid management need for this position.</b></p> <p>Frank E. Monticello, Controller</p>	<p><b>12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.</b></p> <p>Sean Mendoza, Executive Officer</p>
<p>Typed Name and Signature of SECTION CHIEF or AGENCY HEAD _____ Date (mm-dd-yy) _____</p>	<p>Typed Name and Signature of Executive Officer _____ Date (mm-dd-yy) _____</p>

### 13. BASIC FUNCTION OF POSITION

This is one of the three (3) Accountant positions located in the Financial Management Office (FMO) at USAID/Zambia. The primary purpose of this position is to manage, direct and maintain USAID/Zambia's accounting systems for program operational year budget (OYB) of approximately \$333 Million and Mission's Operating Expense (OE) budget of approximately \$5 Million per year. The Accountant reviews, analyzes, reconciles, and balances project and operational funded accounting records and systems for USAID/Zambia.

The incumbent recommends appropriate funding source(s) for various program-funding, operating expense (O.E.) and Local Currency Trust Fund requests and ensures that obligations, sub-commitments, sub-obligations, and disbursements are attributed to proper accounts. S/he incumbent interprets Agency policy and other rules and regulations, and advises the Controller, Chief Accountant, Assistance Objective Team leaders and other Mission personnel on the proper application of funds and the propriety of funding requests. By means of special reports, memoranda, and personal consultation, the incumbent keeps Mission officials informed concerning existing control procedures and the financial status of the various projects and program activities in effect. The incumbent also proposes financial management improvements to ensure that USAID/Zambia mission functions are conducted in an efficient manner. In addition, the incumbent works closely with other Financial Management Office teams to advise recipients on USAID and Mission financial policies and procedures and assists recipients in improving their accounting functions in promoting local capacity building under USAID/Forward.

The Accountant has no supervisory responsibilities and is under the direct supervision of the Chief Accountant, but ultimately, reports directly on status of all funded activities to the Controller and USAID/Zambia Senior Management Team.

### 14. MAJOR DUTIES AND RESPONSIBILITIES

#### % OF TIME

#### 1. Accounting/Phoenix

50%

USAID/Zambia's FMO uses Phoenix as its primary automated accounting system platform to record, process, control and report on all activities. It is the responsibility of the accountant to:

- a) Performs appropriate funding accounting operations;
- b) Ensures that all accounting systems are in place for USAID/Zambia programs and activities;
- c) Ensures proper application of accounting principles, practices, rules and regulations are in compliance;
- d) Efficiently controls and maintains all funded activities in the Phoenix system; and
- e) In accordance with Controller responsibilities and cross training office policy, provides guidance, assistance and training to technical/support personnel on regulations and procedures of the USAID Phoenix accounting system.

#### 2. Budget Analysis:

30%

- Provides advice to Technical and support offices on all types of accounting transactions. Reviews complex documentation in draft related to sub-commitments, commitments, sub-obligations and obligations, for substance and funds availability, in accordance with USAID Regulations. Records draft and final accounting transactions into the Accounting System, as appropriate, upon receipt of the corresponding documents.
- Reviews for correctness, fiscal reports for Mission and USAID/W, including pipeline reports by project/program and source of funding. In addition, develops routine/quarterly financial reports showing obligations, sub-obligations, disbursements, and pipelines. These reports are provided to and reviewed with obligation managers, financial analysts, program office, and the Controller on a regular basis.
- Conducts continuous, quarterly and the mandatory year-end review of unexpended obligated balances also referred to as 1311 reviews in accordance with the USG rules and regulations (Section 1311, Public Law 83-663, 31 USC 1501) of the Federal Managers Financial Integrity Act. Works with obligation managers/COR/AORs and contractors/grantees in the development and recording of quarterly accrued expenditures which impact the General Ledger for USAID/W reporting to Congress.

- Tracks, analyzes, adjusts, lists and maintains records of all un-liquidated obligations, ensuring validity of obligations and compliancy with Congressional Actions/Laws and the ADS. Also, projects and plans for de-obligations and upward adjustments of obligations, keeping FMO Management Team fully informed of any potential problems and impact of such activities.
- Responds to requests for award closeouts ensuring that all requisite activities are included in the closeout process and that all un-obligated funds are reconciled. Informs contracting officers, EXO, A/CORs, Obligation Managers and Chief Accountant of the amounts available for de-obligation.
- Coordinates with financial analysts on quarter end and year end accrual generation activities, including appropriate actions such as producing worksheets used by A/CORs and obligation managers for projection of accruals in accordance with regulations.
- Receives and manually post transactions processed by the State Department (1221 charges) through the Embassy's Consolidated Overseas Accountability Support Tool (COAST) perform the reconciliation between the Mission's reported disbursements and those recorded by United States Disbursing Office (USDO) and the U.S. Treasury and prepares the monthly reconciliation certification. Prepares reconciliations on all funded activities and related reports such as SF-1221, SF-224 and SF- 6653 which also involves cash/check and electronic payments. Investigates the reconciling items to resolve all discrepancies in a timely manner, not to exceed ninety (90) days.
- Coordinates with the Supervisory Voucher Examiner on corrective measures for faulty transactions through preparation of journal voucher entries and adjustments.
- Receives from USAID/W and other Missions and process all Intra-Agency-Payments (IPAC) in phoenix. Work with the Chief Accountant in clearing all outstanding IPACs in Phoenix and ensuring that they are properly recorded and reconciled in the SF-224 Financial Report on Agency Location Code payments.
- Tracks and maintains records for Modified Acquisition and Assistance Request Documents (MAARD), Journal Vouchers, International and Field Trip Requests, SF 1081s, SF1190s and other accounting transaction documents.
- Assists the Chief Accountant during the Budget Formulation and Execution Manager (BFEM) preparation in providing input on PFOC related needs.
- Along with the Chief Accountant, responds to audit and USAID/W requests for documentation and other financial data requests.
- Prepares the Mission's Cost of Operations Budget (COB) and Spend-Plans as well as tracks the execution and report on the budget status on a quarterly basis. The total annual COB which includes both Operating Expenses (OE) and Program Funded Operational Costs (PFOC) is about \$34 million dollars.
- Serves as the main Point Of Contact for ICASS related matters which includes reviewing and updating workload counts, conducting budget reviews, reviewing ICASS invoices for accuracy before the Controller and Mission Director's approval and signature; and providing fund information for the ICASS bills Director's approval and signature and providing funding information for the ICASS bills. Analyzes and reconciles USAID/Zambia periodic ICASS IPAC tranche charges from Washington and advises/recommends for obligation of adequate funds and recording in the financial system.
- Provides obligation Managers/COR/AORs with information and guidance regarding the formulation and modification of budgets and transactions, measures for tracking key activities, etc. Identifies information needs and gathers data by meeting with obligation/COR/AORs and Government of Zambia managers, and attending activity and portfolio review meetings. Regularly reviews, analyses and evaluates project accounts to prepare reports and provide information relative to and exemplified by the following:
  - Expenditure rates of different project/program types;
  - Historical and projected pipeline trends;
  - Use of local currency versus US Dollars;
  - Time and budget limitations, which might impede project/program progress;
  - Excessive or delinquent advances to organizations and individuals.
- Provides backup to the other two accountants.

**3. Accounting Reporting****20%**

The incumbent analyzes and provides Mission clients with timely accurate periodic and last minute financial and ad-hoc reports which include preparing and presenting financial reports related to Operational Costs and ICASS.

Prepares timely periodic accounting reports such as detailed quarterly and summarized pipeline reports, expiring funds report; Operating Expenses budget status reports; developing expected burn rates for the upcoming six-month period, and discussing corrective action leading to more timely programing and expenditure of program funds. Generates and provides input to the various data call reporting requests

**15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE****a. Education:**

A University degree in Accounting, Finance, Business Administration or CPA

**b. Prior Work Experience:**

Five years of progressively responsible experience in professional accounting, financial management or auditing.

**c. Post Entry Training:**

On-the-job training by USAID financial staff. The following formal training opportunities covering U.S. government financial regulations and USAID policies and procedures will be provided as soon as possible:

- USAID Accounting and e-CART Reconciliation Training
- Phoenix Budget Execution and Accruals training
- Programing Foreign Assistance
- GLAAS training
- Travel Policy, Regulations and Allowances
- ICASS Reporting, Systems and Procedures
- USAID Financial Management Overview
- Appropriations Law

**d. Language Proficiency** *(List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):*

Level IV English is required. Demonstrated fluency in written and spoken is required

**e. Job Knowledge:**

A thorough Knowledge and understanding of accounting principles, theories, practices and terminology as well as the principles and procedures of the host government and business financial accounting, budgeting and reporting is required. Knowledge and understanding of the laws, regulations, and procedures associated with U.S. government and business accounting, budgeting, and reporting is an added advantage.

**f. Skills and Abilities:**

Attention to detail, excellent analytical skills and sound judgment are required. The incumbent must be able to interpret, compile and present detailed financial information in a concise and professional manner. The incumbent must have the ability to analyze and develop procedures and internal controls to ensure the integrity of USAID financial data. The incumbent must be able to understand and implement financial management operations required by law or regulation. S/he must possess excellent communication skills to establish and maintain effective working relationships in a team environment. The incumbent must have strong word processing and spreadsheet skills and be proficient in the use and application of technology.

The incumbent is expected to demonstrate thorough knowledge of US federal laws, regulations, and procedures associated with USAID financial management; knowledge of USAID systems, business practices, reporting, and analysis; understanding of US Government procurement regulations; ability to prepare both automated financial reports and statements in accordance with applicable U.S. accounting standards and an understanding of the federal budget process.

## 16. POSITION ELEMENTS

### a. **Supervision Received:**

The incumbent works under the supervision and direction of the Chief Accountant who provides on the job training, advice, coaching and mentoring.

### b. **Supervision Exercised:**

This is a non-supervisory position

### c. **Available Guidelines:**

- Phoenix User Manual
- e-CART User Manual
- USAID Automated Directives System (ADS)
- AIDAR
- Code of Federal Regulations (CFR)
- Department of State Standardized Regulations (DSSR)
- Federal Travel Regulations (FTR)
- Foreign Affairs Handbook (FAH)
- Foreign Affairs Manual (FAM)
- Foreign Affairs Regulations (FAR)
- GAO decisions
- OMB Circulars
- US General Services Administration (GSA) guidelines

### d. **Exercise of Judgment:**

The incumbent must exercise sound and independent judgment in the provision of accounting advice on all aspects of financial accounting, budgeting and operations. The incumbent ensures the integrity of the Mission financial data at all times. Incumbent must possess ability to analyze complex issues and be able to properly interpret accounting requests and make informed determinations regarding the accounting treatment of/for the documentation received. It is expected that the incumbent will have the ability to identify areas or processes which could be made simpler or streamlined and to propose new and more effective innovative approaches to effectively accomplish accounting objectives

### e. **Authority to Make Commitments:**

The incumbent does not have authority to make financial commitments on behalf of USAID. This position is accountable for ensuring the accuracy and completeness of accounting data processed into the Agency's financial records through Phoenix and determining the integrity of the data for assigned portfolio(s).

### f. **Nature, Level, and Purpose of Contacts:**

Contacts include Mission-wide staff at all levels and U.S. government officials (State Department/CDC, etc.) to advise on financing instruments, systems, and performance on a regular basis. Frequent contacts with USDO/Charleston for 1221 reconciliations. Communicates with various Agency heads, Executive Office, State/FMO, and Washington headquarters on all matters relate to the ICASS software and budget.

g. **Time Expected to Reach Full Performance Level:**

One year.